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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: 3 March 1950

FROM : Acting Chief, Supply Branch

SUBJECT: Monthly Report for February 1950

1. The procedure covering the accounting of typewriter parts has been established and put into effect, and purchase order for additional supply of parts has been initiated.
2. The proposed procedure covering the accounting of housekeeping items in the warehouses will be completed within the next few days and will be forwarded to your office for review and approval.
3. A proposed procedure covering revised formulas for replenishment of stock items is being drafted. This procedure will include a different formula for each category of items and should, when completed, furnish complete information with respect to all items now being stocked.
4. A proposed procedure covering revisions of property accountability records which was returned from your office for certain changes will be re-drafted and re-submitted for approval within the next few days.
5. Immediate steps are now being taken to prepare a new stock catalog. Preliminary discussions with respect to what catalog should contain, lay-out, etc., are now in process and complete outline will be furnished your office for review within the next two weeks.



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*Received from HVE
130222*

VOLUME:

Procurement Section:

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1. Requisitions

Total number received.....
Pending bids, clearances, etc.....
Held without action.....
Total number of requisitions completed.....

2. Purchase Orders:

Prepared and issued.....
Total amount expended.....
Printing and Binding Estimates & Petty Cash.....
Total expenditures.....

Contract Section:

1. Contracts completed

Supply..... 5
Service..... 1
Lease..... 0

2. Amendments to Contracts completed

Supply..... 0
Service..... 2
Lease..... 0

3. Contracts pending

Supply..... 2
Service..... 4
Lease..... 1

4. Amendments to contracts pending

Supply..... 2
Service..... 4
Lease..... 0

5. PBA Agreements completed

Supply..... 0
Service..... 1
Lease..... 0

6. Total authorized obligations.....

Storage and Issue Section:

1. Requisitions

Received during month.....

Completed.....
Pending.....

Account #2 - Office Supplies.....
Account #3 - Office Equipment.....
Account #5 - Medical Supply Account.....
Account #6 - General Supplies.....
Account #8 - Surplus Property Account.....

2. Cargo and Domestic Shipments

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous

Moving and relocation of equipment in CIA Building.....
Number of job orders.....
Man-hours required.....

4. Identification Control Records

Postings to records.....
Inventories processed.....

5. Typewriter Maintenance and Repairs

Requisitions received during month.....
Requisitions completed during month.....
Requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture Repairs

Service calls.....
Shop repairs.....
Estimated dollar value of work.....